



# County of Mono

## JOB ANNOUNCEMENT

### **FILING DEADLINE**

**Open Until Filled**

### **Public Safety Officer I-FEMALE ONLY**

**Bridgeport**

### **SALARY**

**I (\$3,445 – 4,187 / mo.)**

**1<sup>st</sup> testing planned for 1<sup>st</sup> week in April**

**40 hrs. per week-3-12 hr shifts**

The Mono County Sheriff's Department is accepting applications for the position of Public Safety Officer I for the jail/dispatch facility in Bridgeport. **THIS RECRUITMENT IS ONLY OPEN TO FEMALE APPLICANTS AT THIS TIME.** Qualified applicants not selected for this position will be placed on an eligibility list from which future vacancies may be filled. Schedule is 3 12 hr shifts/week with one 8 hr shift every other week.

### **Essential Functions Include:**

- Supervises prisoner conduct during booking procedures, meals, and other activities, and during detention in the County Jail;
- Assists with and performs booking and screening procedures, including searching and fingerprinting;
- Assists with the transportation of prisoners;
- Performs a variety of Sheriff's Department office support work and provides information to the public relating to the Sheriff's Department;
- Answers questions concerning prisoners and inmate status;
- Answers a variety of calls within the 9-1-1 control room, receiving and classifying calls, and determining priority response and dispatching of units, according to availability, assigned geographic area and current location;
- Dispatches Sheriff and other public safety personnel to routine and emergency calls as required;
- Performs warrant and records checks and sends warrants to other law enforcement agencies;
- Remains constantly aware of one's environment;
- Performs multiple tasks simultaneously, possibly under stressful conditions, while remaining calm;
- Performs related duties as assigned.

### **Training and Experience:**

Any combination of education and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Previous experience in working with people in a setting requiring group control.
- High School Diploma or GED required.
- STC Core Corrections Certificate is desirable.
- P.O.S.T. Dispatch Certificate is desirable.

### **Special Requirements:**

- Achieve passing scores on a state approved written entrance examinations and achieve a passing score on an oral qualifications appraisal interview.
- Ability to successfully pass an intensive background investigation as required by P.O.S.T. standards, including fingerprint and criminal history checks.
- Possession of appropriate physical and mental qualifications to pass a Public Safety Officer physical entrance examination and psychological entrance examination. No physical injuries or disabilities that would prevent: 1) carrying a 30 lb. Backpack; 2) dragging a 165 lb. Dummy; 3) jogging continuously for 15 minutes; 4) working with another person to carry a 165 lb. Person.
- Successful completion of the California Penal Code 832 training and current certification to work in holding facilities within one (1) year of initial employment.
- Successful completion of a 120 hour Basic Complaint and Dispatcher's Course within one (1) year of initial employment.
- Successful completion of a 200 hour STC Core Corrections Course within one (1) year of initial employment.
- Possession of Driver's License valid in California.

For a complete job description and application contact the Mono County Sheriff's Department at (760) 932-7549 or email: **jobs@monosheriff.org**. Faxed and emailed applications will be accepted only if the signed **original** is postmarked by the filing deadline.

**Mono County Sheriff**

**P.O. Box 616 ~ Bridgeport, California 93517**

**(760) 932-7549 ~ website: <http://www.monosheriff.org/>**

**EOE/AEE/ADAE**